User Manual

Bergen County Academies, Hackensack
&
Bergen County Technical High School, Teterboro

Please print for your reference

Table of Contents

Page 2 -3: Steps 1-9 for the online application
Page 3: Admissions Application Checklist
Page 4: Frequently Asked Questions
Page 5: Admissions Test Student Photo ID Form
(for students without a School Photo ID or Passport)

SID/NJ Smart ID Information

All applicants attending a public school in New Jersey have a SID/NJ Smart ID. It may be located on your standardized test or your report card. If you are unable to locate your SID/NJ Smart ID please ask your Guidance Counselor for assistance. Applicants who attend a private school, or a school that is not in New Jersey will not have a SID/NJ Smart ID and therefore will have to enter number 1 ten times.

(Example: 1111111111)

Steps for Completing and Submitting the Online Application

Welcome to the Application process for Bergen County Academies, Hackensack and Bergen County Technical High School, Teterboro! Below is a summary of the nine steps in our online application. All steps must be completed by the application deadline Tuesday, December 15, 2015 in order for your application to be considered. There are no exceptions. If you have any questions during this process, please email *Admissions@bergen.org*

Step 1 **Start application:** Enter your User Name/Password (Log In). Click on Apply Now and enter all your personal information.

Step 2 **Select Campus:** Bergen County Academies and /or Bergen County Technical High School, Teterboro. **IF YOU ARE INTERESTED IN APPLYING TO BOTH SCHOOLS, YOU MUST CLICK ON BOTH BOXES AND MAKE YOUR SELECTIONS.** Otherwise, you will not be considered for both schools. You may select a 1st & 2nd choice for both schools.

Step 3 **Test Date: The entrance test is mandatory for all applicants.** If you are applying to the Bergen County Academies only, the test will be administered in Hackensack. If you are applying to the Bergen County Technical High School, Teterboro only, the test will be administered in Teterboro. **If you are applying to both schools, you must take the test at the Academies in Hackensack.**

Step 4 **If you are applying to both schools, you must write an essay for each school.**

Enter Essay for Bergen County Academies, Hackensack (first box): In 400 words or less, tell us why you would like to join the academy of your choice. In 100 words or less, please include your extracurricular activities and accolades that you have received in middle school that make you a good fit for our school(s) and our district. Do NOT send us any certificates unless we contact you. If your essay is longer than 500 words, only the first 500 words will be considered.

Enter Essay for Bergen County Technical High School, Teterboro(second box): In 400 words or less, tell us why you would like to join the program of your choice.

Step 5 **Enter Reference Names:** List names of English, Math and Science teachers who will be writing your recommendations. English & Science teachers should have taught you in grades 7 or 8. The Math teacher should be teaching you currently in grade 8. **If you are applying to both schools, only one set of all forms is required.** Students applying to the Commercial Art and Graphic Design program at Bergen County Technical HS, Teterboro must send a CD- ROM of their portfolio (see Downloads under Bergen Technical HS, Teterboro admissions website). The portfolios are due by the application deadline.

Step 6 **Review your Application:** This can be done once you **Submit** your application (go to Step 7 then go back to Step 6) Look over your application and make sure that all information is to your satisfaction. If you need to revise go to Step 8.

Step 7 **Submit:** When you have completed your application, click **Submit** to receive your six-digit **Validation Number**. A confirmation email will be sent automatically from our site to the email address you have provided. Make sure you receive this email; check your spam / junk mail.

Step 8 **Open for Edit:** You may edit your application after you **Submit** and received your Validation Number until the deadline (**December 15, 2015**). This can be done by clicking **Open for Edit**. **Even if you do not revise your application, and you Open for Edit you must click Submit (Step 7) so that your six-digit Validation Number remains registered in our database.**

Step 9 **Print School Forms, Admissions Test Ticket and School Photo ID Form:** You must print your school forms including the *Admissions Test Ticket, **School Transcript, Math Recommendation, English Recommendation,

Science Recommendation and Case Manager Form (if you have a 504 plan or IEP). Please read all forms carefully and follow the instructions. Forms must be given to the appropriate school officials **by Tuesday, December 15th** so that the forms can be completed and returned to us as soon as possible. If you take / have taken courses at the high school level, give a School Transcript Form to the high school as well.

*** Admissions Test Ticket: You must print your test ticket and bring it with you on the day of your admissions test. You will not be admitted in the test without your ticket. You must also bring a current school photo ID or your passport** (expired passports can be used as ID as long as the expiration date is no more than 1 year). **If you do not have a school photo ID or a passport, please print and complete the Admissions Test Student Photo ID Form which is on page 5 of this Manual.**

**** School forms can be printed only after you submit your application. You will only be able to print one form at a time when you click in each box.**

Students, please use this checklist to keep you on track!

Admissions Application Checklist
(for student use)

- ☐ 1. Completed APPLICATION form
- ☐ 2. School Transcript form to Guidance Counselor or School Official
- ☐ 3. Math Recommendation form (8th grade teacher only)
- ☐ 4. English Recommendation form
- ☐ 5. Science Recommendation form
- ☐ 6. Admissions Test Ticket
- ☐ 7. Case Manager form with current evaluation (if student has 504 plan or IEP)

Online application **(begins October 15; deadline: December 15, 2015)**:
studentadmissions.bergen.org

Name of Applicant:

Username: Password:

Contact e-mail information (Check e-mail regularly during application process):

Applying to:

BCA, Hackensack	BCTHS, Teterboro
1st choice	1st choice
2nd Choice	2nd Choice

Entrance Test Place, Date, and Time:

Six-digit Validation #

Students Notes:

Frequently Asked Questions

1. **I am unable to log into the online application with my username and password. I am using the same username and password for the Open House Registration site. Why does my username and password not work?**
   The Open House Registration and the Online Application sites are not linked. You must register at BOTH sites to be able to have access.

2. **Can the transcript and recommendation forms be printed before the application is complete? Does the essay have to be completed before the application is submitted? If an incomplete essay is entered in the essay box (es), will it be read before the deadline?**
   These are some of the frequently asked questions that are asked by applicants as they work on their applications. The transcript and recommendation forms can **only** be printed once the application is submitted. In order to distribute these forms to the applicant's school in a timely manner, the applicant may enter a couple of "placeholder" words in the essay box(es), enter the reference names (Step 5) and proceed to "Submit" the application (Step 7). This will allow the applicant to print the school forms (Step 9). **However**, it is the applicant's responsibility to go back to the application (Open For Edit – Step 8) and complete the essay before the application deadline. The Admissions Committee does not read any essays until after the deadline. Note: Applicants **must** re-Submit (Step 7) every time they Open For Edit (Step 8) otherwise their Validation Number will NOT be valid.

3. **How should I prepare for the test?**
   A sample test is placed on the Admissions website. Visit "Downloads" at the website (www.bergen.org) to see the sample.

4. **What should I bring with me on the day of my test?**
   You must bring the following on the day of your entrance test: Admissions Test Ticket, a current school ID or your passport (expired passports can be used as ID as long as the expiration date is no more than 1 year; if you do not have either, complete the Admissions Test Student Photo ID Form at the last page of this manual (page 5), three Number 2 pencils and an eraser. Students without an ID or Admissions Test Ticket will NOT be permitted to take the test.

5. **May I bring a snack or water to the test?**
   Applicants will not be allowed to eat during the test or during the short break. We have water fountains in the testing areas if needed. Please have a good breakfast / lunch before you arrive.

6. **May I bring my cell phone to the test?**
   Use of calculators and cell phones will not be allowed during the test. You may bring your cell phone but it must be turned off (not silent) during the entire testing period including the break. A student found using a cell phone during the test will automatically have their application invalidated.

7. **What should I do if I am ill on the day of the test?**
   If you are ill on the test date, do not take the test. The make-up test date will be given during the following week. E-mail us at Admissions@bergen.org to take the makeup test.

8. **Why does testing take so long?**
   Testing takes approximately 2 hours and 45 minutes. Although the Math test is 60 minutes and the English test is 45 minutes, it takes time to seat all applicants, distribute testing materials, fill Scantron sheets and collect materials at the end of the test.

9. **I forgot I signed up for the morning session; what should I do?**
   If you are unable to come to a session you have chosen, you may come in as a walk-in to another session. Please note that due to space limitations we are not always able to accommodate walk-ins. Afternoon sessions have more seats than morning sessions.

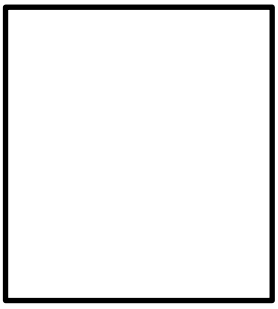
10. **It is snowing on the day of the test. Will the test be cancelled/ rescheduled?**
    In the event of inclement weather, the test may be postponed to a subsequent weekend. A recorded message will be available at 201.343.6000 ext. 2321 and information will be posted on our website at www.bergen.org/admissions.

11. **I have a 504 Plan/ IEP and need accommodations for the entrance test. What should I do?**
    Please have your Case Manager/ Child Study Team complete the Case Manager Form in the application and **follow instructions** to email / fax it by the application deadline.

Bergen County Technical Schools
ADMISSIONS TEST STUDENT PHOTO ID FORM

This Student Photo ID Form is only for students who do not have a school photo ID or a passport as identification for entry into the BCTS Admissions Test. This Photo ID Form will be collected on the day of the test.

Student:
Please complete this form and have your School Administrator sign below.
You must bring this signed Student Photo ID Form and your Admissions Test Ticket with you on the day of your test.



Place a current picture
(Head shot only) of yourself
and tape/glue your picture in the box.

Validation Number _____

Please Print:

Student Last Name _____ Student First Name _____ Student

Home Address _____

Student's School (Name) _____

Student's School (Address) _____

Parent/Guardian Name: _____ Signature:_____

Guidance Counselor/Supervisor/Principal:

In order to validate this student's Student Photo ID Form, it must be signed by a School Administrator.

Guidance Counselor/Supervisor/ Principal Name (Print) _____

Guidance Counselor/Supervisor/ Principal (Signature) _____ Date _____